(Ceremony 1952 (copy in Anthony + Paine)

EXERCISES FOR THE UNVEILING OF THE BUSTS OF SUSAN B. ANTHONY AND THOMAS PAINE IN THE HALL OF FAME, SUNDAY, MAY 18, 1952 AT 3 P.M. AT UNIVERSITY HEIGHTS

Instructions for all concerned in the conduct of the exercises. Please study the instructions which concern you and call the Director of Public Occasions should any questions arise regarding your responsibilities.

Public Occasions
Room 75 South B uilding
Washington Square

# RESPONSIBILITIES OF THE CURATOR OF THE HALL OF FAME

1. Arrange for the catering service and provide hosts and hostesses for the tea.
2. Make all necessary plans for the music.
3. Inform all guests in the processional march where to assemble.
4. Inform the wreath bearers to report to the library--in the librarian's office--under the direction of Marshal Knedler.
5. Order all decorations and supervise their placement
6. Provide all marshals with lists of persons involved as guests in any manner whatever.
7. Provide all printed material including tickets of admission, programs, etcetera. Provide for delivery of programs to the library.

RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC OCCASIONS

1. Check all items of instructions to all concerned herein and assume responsibility for proper conduct of the exercises.

2. Arrange for all necessary space:
   a. Auditorium
   b. Faculty Club
   c. Reading room of library
   d. Chancellor's office in library
   e. Librarian's office
   f. Parking space

3. Arrange for all marshals and issue printed instructions
   a. Grand Marshal Pride - entire march and platform group
   b. Chief processional-Marshal Baer
   c. Wreath-bearer-marshal Knedler
   d. Assistant processional-marshal Baldwin
   e. Receptor-escort-marshals Herder, Muheim, Sargent

4. Arrange for Color Guard

5. Provide for school ushers; instruct them in their duties and instruct clocker so that he will correlate space in the reserved section of auditorium with number of guests in main body of the processional but not the platform group.

6. Provide platform group and musicians with specific instructions of conduct.

7. Check reservation of academic attire for those needing such.

8. Check tuning of piano and organ.

9. Arrange for taxis and bus service (latter in case of rain).

10. Provide for telephone service all day. LUdlow 4-0700 will be at desk of library reading room. LUdlow 4-0701 will be in Professor Greenfield's office. Provide attendants for both.

11. Arrange seating of platform guests and provide markers for each seat.

12. Arrange with Director of Public Information for the proper care of the Press and Press Photographers and for the proper conduct of the latter in taking pictures while the ceremonies are in progress.

RESPONSIBILITIES OF THE SUPERINTENDENT OF BUILDINGS AND GROUNDS

1. Clean Hall of Fame, including busts.

2. Check dumb-waiter at Faculty Club.

3. Procure sufficient city police to serve in case of emergency. Attend especially to slope behind Faculty Club.

4. Provide for placement of chairs for over-flow audience if necessary, at last-minute instructions of Public Occassions, no later than Thursday, May 15 - check with Mr. Eisenhardt.

5. Reserve parking space at fountain for Dr. Heald and Dr. Sockman; one bus at State Hall; parking space at Faculty Club for 7 limousines. Mark these spaces and instruct police to this effect.

6. Post signs indicating AUDITORIUM and FACULTY CLUB. Make one new sign reading WREATH BEARERS with arrow pointing to the right and place on standard at top of inside steps in library.

7. Provide two assistants in auditorium at 10 a.m., equipped with hammer, pliers, tacks, wire, for aid in decorating, etecetera.

8. Provide same assistance to caterer as last season.

9. Deliver national colors and university flag to main desk of the library reading room no later than 2:15 p.m. for use of color guard. Have stands on platform.

10. Provide woman atterdant to serve in ladies' room of library no later than 2:15 and later in Faculty Club. (Leave 10 minutes before exercises are concluded.)

11. Clear and lock Hall of Fame at 2:00 p.m. Have guard present to unlock north gate at approach of processional at about 2:45 p.m., a few seconds later the south gate. Leave unlocked thereafter.

12. Open north and south exits of auditorium immediately prior to recessional.

13. Open revolving doors in library prior to exercises.

14. Anchor carpet to floor down center aisle of auditorium.

15. Provide small table with cover cloth and pitcher of water with glasses on platform.

16, Provide table with cover cloth at rear for programs.

17. Provide pedestals and cover cloths for busts.

18. Provide six school ushers and one clocker. They report to Dean Drake at 2 p.m. in auditorium.

# RESPONSIBILITIES OF THE MARSHALS

Grand Marshal Pride - report at 2:15 p.m.

1. Supervise final assembly of entire processional. Direct Marshal Baer to lead processional down library steps at exactly 2:45 p.m. Arrange marching order in accordance with chart attached.

2. Hold Platform Group at door of auditorium until signal to enter is given by Director of Public Occasions.

3. Assist in seating Platform Group in accordance with seating chart provided on day of exercises. Arrange marching files in processional to facilitate this seating.

4. Just prior to recessional make announcement to public:
   a. Hall of Fame will be open to all guests.
   b. Audience to remain in seats until recessional is completed.
   c. Audience to employ north and south exits as well as rear exit in leaving auditorium.

5. Lead the recessional to the rear of the auditorium and then to reading room. Announce that group may leave informally for the Faculty Club. IN CASE OF RAIN ANNOUNCE THAT A BUS IS PRESENT IN FRONT OF LIBRARY TO TRANSPORT THEM TO CLUB AT PRESENTATION OF THEIR TEA TICKETS.

Marshal Baer - report at 2:15 p.m.

1. Supervise assembly of all processional group bearing green striped tickets. Keep them in reading room until time to march. This excepts wreath bearers who will be marshaled separately. Permit wives (or husbands) of Platform Group to remain in Chancellor's office until the last minute.

2. At signal from Grand Marshal leave at head of entire contingent from top of steps at 2:45 p.m. Walk out main door, turn left, enter Hall of Fame at north gate, exit at south gate, turn left and return to library. Walk down steps and into auditorium (both files on same side of steps). Stop at first of front rows reserved for group and, with Marshal Baldwin on opposite of aisle, assist in seating group from front to back. Turn then and take seat on platform and await arrival of Grand Marshal and Platform Group. No duties are necessary at conclusion of exercises.

3. Prior to processional, announce to group that they should find their way informally to the Faculty Club at the conclusion of the exercises. Advise them to keep their tickets easily accessible. IN CASE OF RAIN ANNOUNCE THAT A BUS WILL BE IN FRONT OF LIBRARY TO CONVEY THEM TO THE CLUB.

Marshal Knedler - report at 2:15 p.m., librarian's office

1. Supervise assembly of wreath bearers only in the librarian's office. A list of these will be provided on the day of the exercises.

2. Be ready to collect certain wreaths that may be delivered to you and find proper bearer.

3. Assemble wreath bearers and find places in processional in accordance with the chart attached. Compose files so that wreath bearers for Anthony and Paine will sit on opposite sides of auditorium aisle thus facilitating their traffic to the platform.

4. Upon reaching platform steps, stop and supervise seating of the wreath bearers in second reserved row from front. Advise the bearers that upon recession from the platform they should occupy first front row to outside, thus facilitating traffic.

5. Just prior to the processional announce that wreath bearers are to proceed informally to the Faculty Club for tea. IN CASE OF RAIN ANNOUNCE THAT A BUS WILL BE IN FRONT OF LIBRARY TO CONVEY THEM TO THE CLUB.

6. Keep one seat on aisle for self and retain this throughout the program. Across the aisle from you will be Marshal Baldwin.

Marshal Baldwin - report at 2:15 p.m., reading room of library

1. Assist Mr. Armitage's man at desk in library with academic attire for those to whom this service is provided.

2. Follow Marshal Baer in the processional. Assist him in seating his group. When this is completed wait in the aisle for Marshal Knedler's group and assist him in seating these. Take seat opposite Marshal Knedler for exercises.

Marshals Herder, Muheim, Sargent - report at 2:15 p.m.

1. Marshal Sargent will serve as supervisor of this group and will station himself as Receptor on steps of library, outside. He will welcome all guests and inspect all tickets. All three marshals will direct guests in accordance with the type of ticket which they present, as follows:
   a. Single-fold invitation for general public - direct to unreserved seats in auditorium.
   b. Tickets with green stripe - direct to main reading room.
   c. Ticket with red stripe - direct to Chancellor's office.

2. Marshal Herder will station himself just inside the main doors of library and inspect all tickets and direct guests accordingly.

3. Marshal Muheim will station himself at top of stairs inside and direct guests according to tickets. He will be most alert in minimizing the confusion at this point by firmly and politely keeping guests in their proper rooms. If a member of Processional does not desire to march, escort him to reserved section in auditorium.

4. All three marshals will remain at their posts as indicated until one-half hour after the exercises have begun in the auditorium.

5. IN EVENT OF RAIN, ALL THREE MARSHALS WILL SERVE TO INSPECT TICKETS OF THE TEA GUESTS AND ESCORT THEM TO THE BUS IN FRONT OF THE LIBRARY WHICH WILL CONVEY THEM TO THE FACULTY CLUB . WHEN BUS IS FILLED OR ALL GUESTS HAVE BEEN ACCOMMODATED THEY WILL PROCEED TO CLUB.

6. At the conclusion of the tea, all three marshals will assist guests to the two courtesy cars in front of the Club. These cars will provide a shuttle service for guests to the two subways (only), I.R.T. and 8th Avenue, the latter at Grand Concourse. They are to pay the taxis no fare.

GENERAL TO ALL MARSHALS

If you have reserved academic attire for your use on this day, it will be found at the main desk in the reading room. Put it on before you begin your duties. Return it there at the conclusion of the exercises in the library.

MARCHING ORDER OF THE PROCESSIONAL - leave Library at 2:45 p.m.

PLATFOR GROUP

GRAND MARSHAL

COLOR GUARD

WREATH BEARERS

MARSHAL KNEDLER

RESERVED-SEAT CONTINGENT

MARSHAL BALDWIN

MARSHAL BAER

The exact marching order of the Platform Group and the wreath bearers will be given to the proper marshals later. The order of the Recessional will be the exact reverse of the Processional, except that the Grand Marshal will lead the Platform Group in both instances. An exact seating list on the platform will be provided on the day of the exercises.